iFlow

Complete time and attendance solution

What is iFlow?

Get ready to be wowed by iFlow - the revolutionary HR management software that takes employee management to a whole new level.

With cutting-edge modules and functionalities, iFlow streamlines your day-to-day HR tasks and provides real-time analytics and customizable reporting.

Our user-friendly interface and tailored packages give your company the competitive edge it needs. Choose iFlow and elevate your HR management to new heights.

Our Services

tagDiv

Professional web design and web development services tailored to your business, creating high-performing websites that strengthen your brand, engage your audience, and drive long-term growth.
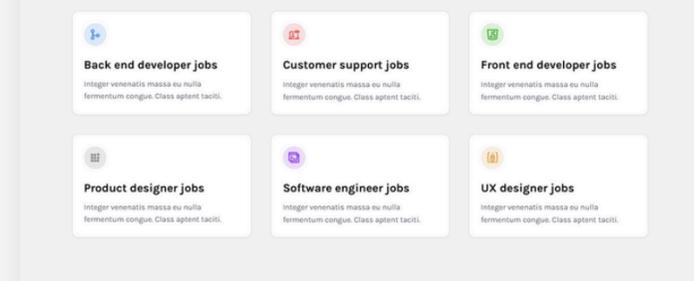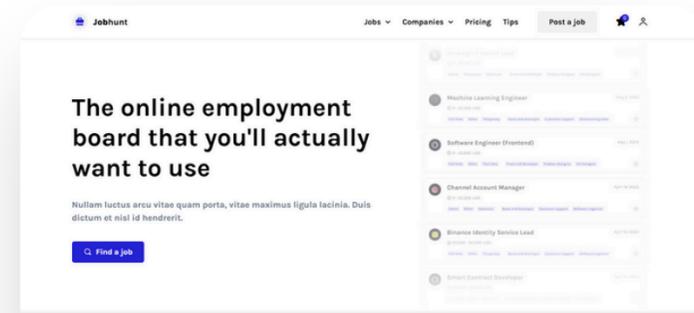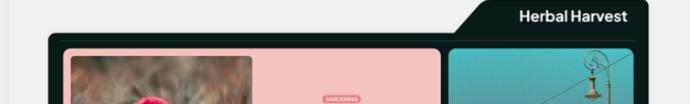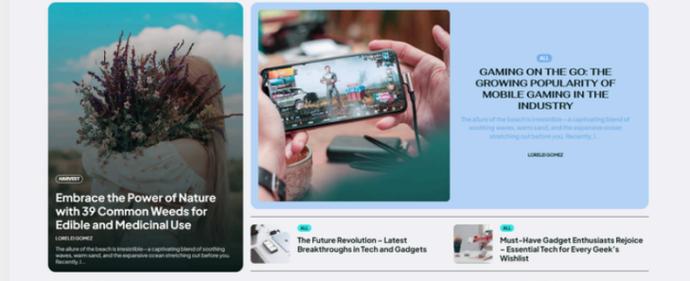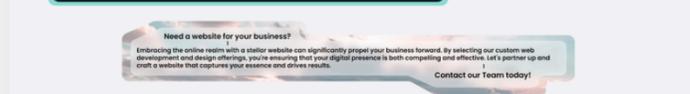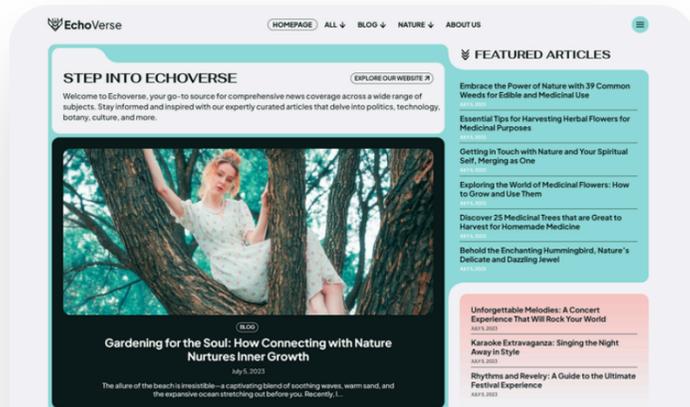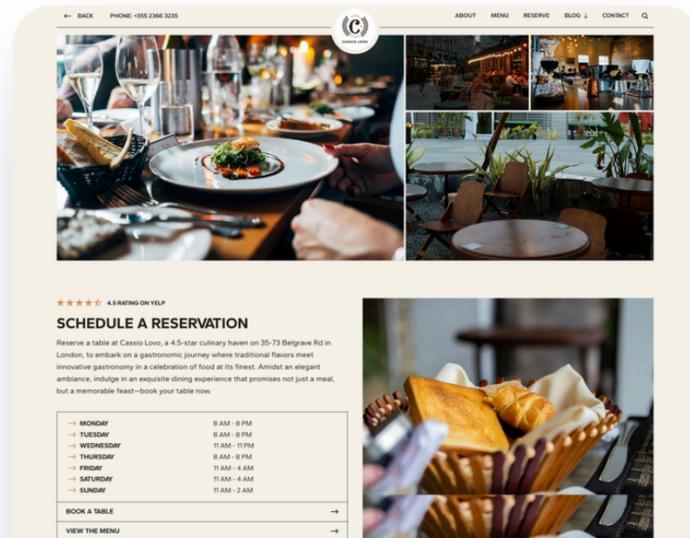
Timekeeping methods in iFlow

The iFlow Time & HR app incorporates several digital time and attendance methods suitable for different types of employees in various industries.

Unlimited Number of Employees

Various Clocking Methods
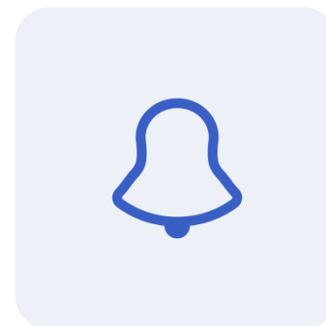
Real-Time Notifications

Different clocking methods
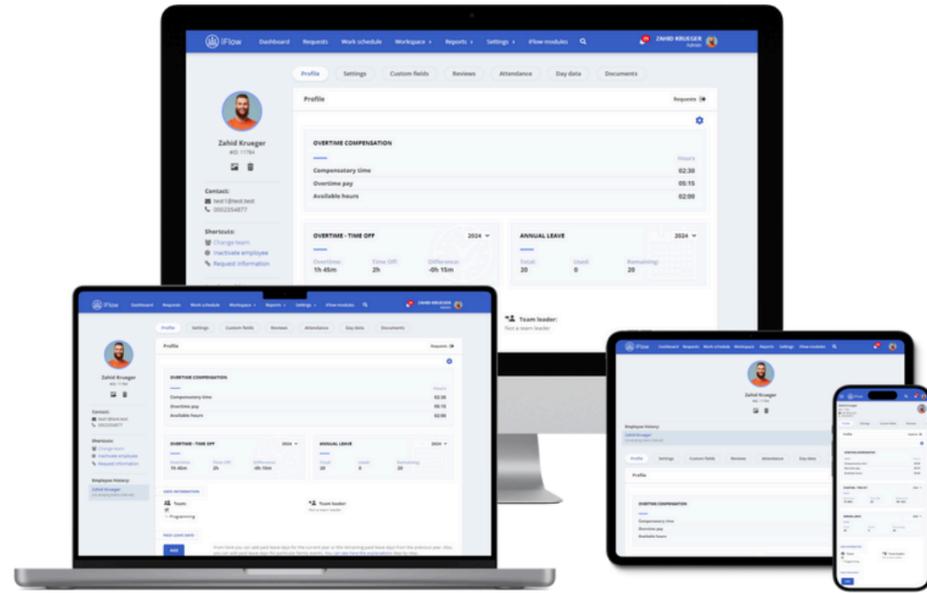
Clocking in from mobile phone, PC, laptop, directly from the app
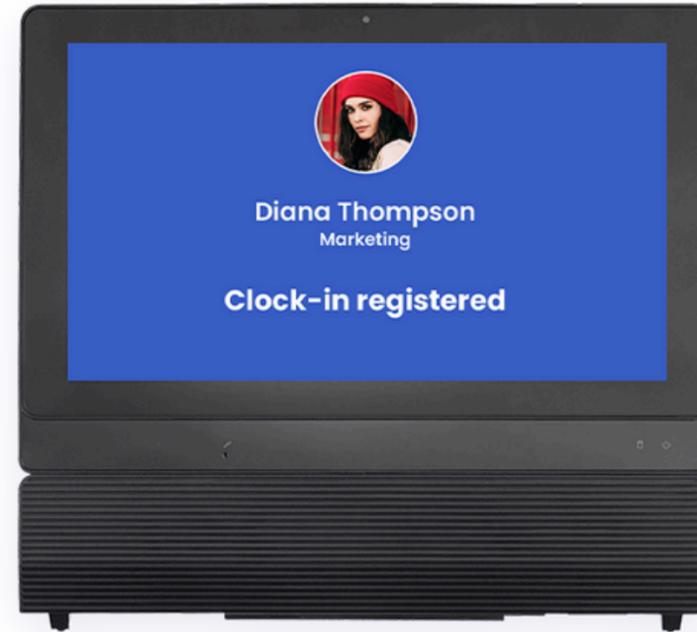
Clocking in with RFID cards from the iFlow industrial device
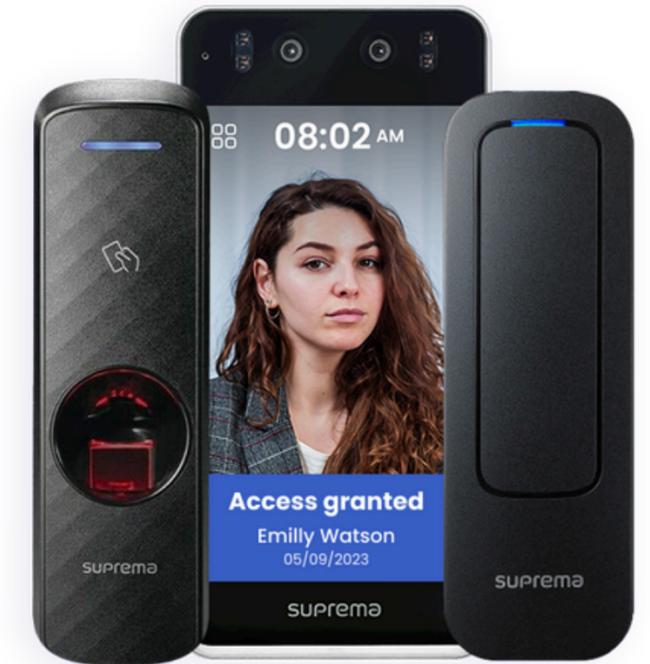
Clocking in from a Suprema access control device

Facial Recognition

RFID Card

Fingerprint

Bluetooth or NFC

Different clocking methods
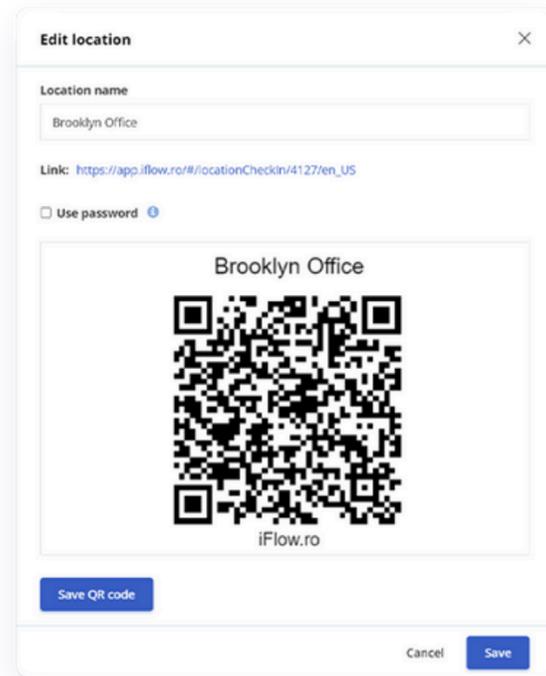
Clocking in with a link or QR code

Clocking in with the iFlow KIT office mini PC
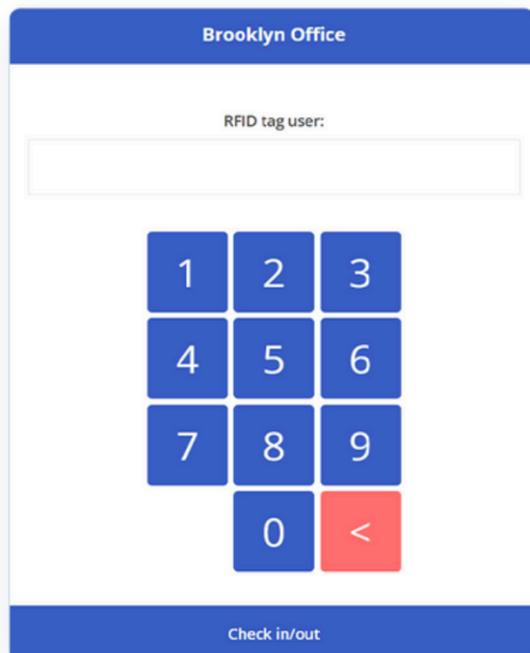
Clocking in with a PIN code
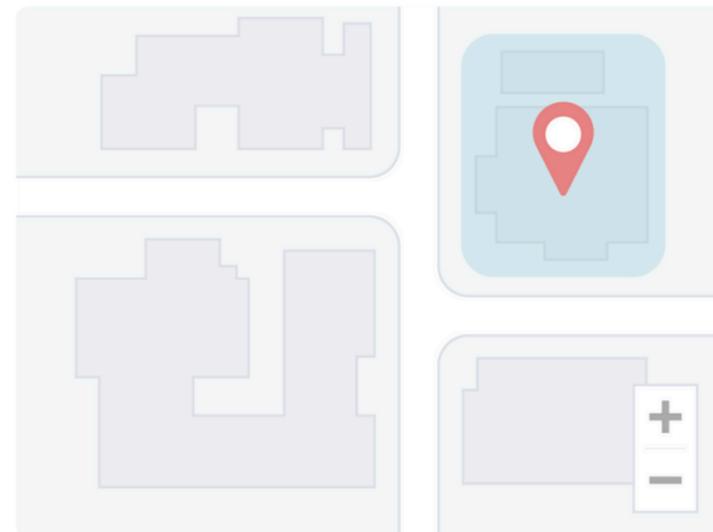
Geofencing-Based Attendance
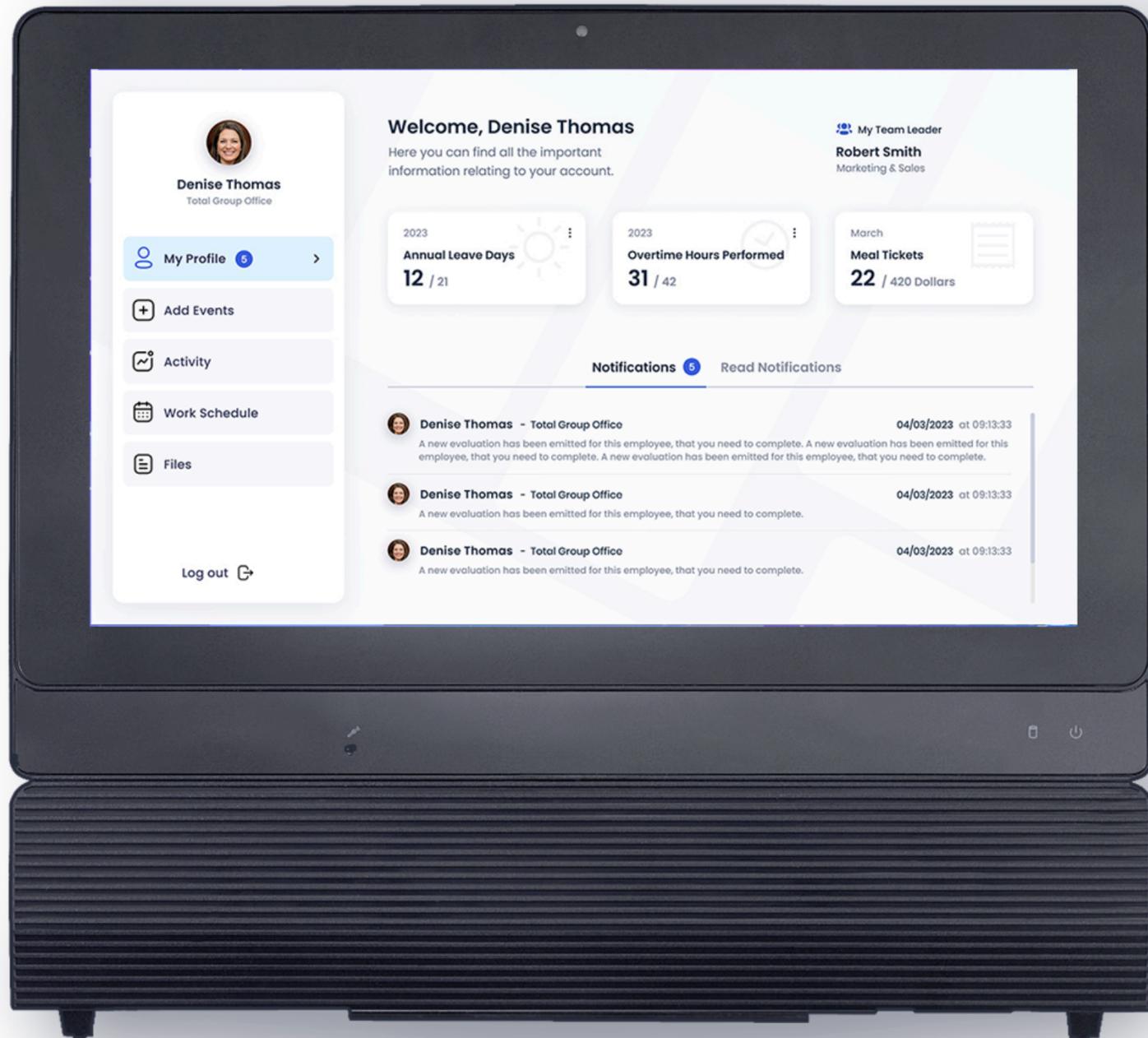
iFlow Kiosk

Designed to support employees in their day-to-day experience with HR processes in the company, iFlow Kiosk offers the ability to perform the following activities:

- Receive notifications such as request approvals, work delays, and more
- Submit leave request and check if approved
- View planned work schedule and hours worked
- Check used and remaining leave days
- Find out who their team leader is

Data accuracy in iFlow

Employees clock in themselves, or the team leader records the attendance for the members of their team

The app retrieves GPS location to ensure that the employee is in the correct location

Employee photo capture from clocking devices eliminates the risk of card swapping between colleagues

Work schedule planning

In iFlow, you can plan each employee's work schedule individually, in teams, or at the organizational level.

✓ Organized

You can create work program models and predefined shifts and allocate them to employees for the required period.

✓ Efficient

Thus, each employee knows precisely when they should come to work, the duration of their break, which days are their days off, etc.
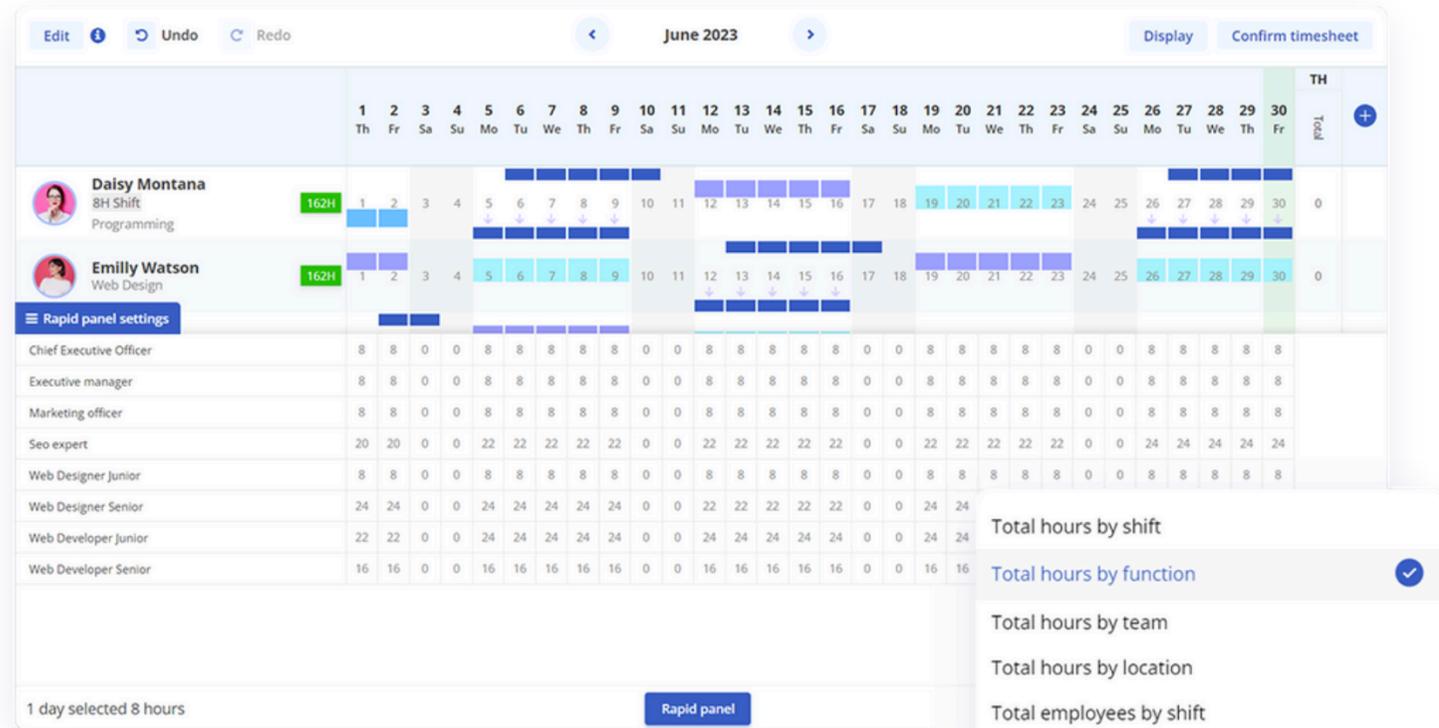
Structured data

The quick panel in the work schedule settings displays total planned hours, organized by job, team, location, or shift. This gives you a clear summary of employee hours and helps you quickly adjust staffing when a shift or location needs more personnel.

Automatic checks

Using iFlow checklists, you can swiftly rectify inaccurate employee records, such as absent clock-in/out times, unexpected clockings, or erroneously submitted leave requests. This guarantees a precise time tracking report without tedious manual verifications.

iFlow Events

The app has several predefined events that can be selected by employees or assigned by the team leader.

✓ **Flexible**

The events are customizable, so depending on the company's needs, the account administrator can modify or delete existing events and add new categories accordingly.

✓ **Transparent**

All events are displayed in the attendance report, and the hours took off or worked overtime are automatically calculated, ensuring efficient time management.

Manage event types

You can create custom event types. Afterwards, users can use this new type to add events. Examples of such event types: on field, delegation, client work, training, etc.
Find here step by step explanations.

[Add new event type]

Event types

NAME	EVENT TYPE	EVENT TYPE DEFAULT	TIMESHEET REPORT SYMBOL	NEEDS REQUEST REASON	NEEDS APPROVAL		
▪ Paid Leave	Paid Leave			No	Yes	Edit	⊖
▪ Paid Leave 1/2	Half Day Paid Leave		Hdl	No	No	Edit	⊖
▪ Business Trip	Date Interval	Business Trip	BT	No	No	Edit	⊖
▪ Home Office	Date Interval		HO	No	Yes	Edit	⊖
▪ Sick Leave	Date Interval		M	No	No	Edit	⊖
▪ Overtime	Time Interval	Overtime		No	No	Edit	⊖
▪ Time Off	Time Interval	Time Off		No	No	Edit	⊖
▪ Compensatory Time	Compensatory Time		R	No	No	Edit	⊖

Effective Organization

- Divide the company employees into teams

- Set the work locations in the app

- The employees clock in from the predetermined location

- Check the registered working hours in real time

- Download HR Reports in Excel format whenever you need

- The time dedicated to data verification is significantly reduced

Irene Adler

PROJECT
Panel Assembly

Total worked day hours 23 hours
Total worked night hours 5 hours
Total worked hours 28 hours

Johnny Silverhand

PROJECT
Team Management

Total worked day hours 12 hours
Total worked night hours 2 hours
Total worked hours 14 hours

James McCoy

PROJECT
Work Assessment

Total worked day hours 8 hours
Total worked night hours 10 hours
Total worked hours 18 hours

Useful Widgets

You can set up multiple predefined or custom widgets for quick access to essential company information. What's more, you can adjust the settings for different widgets depending on the type of user in the application.

- ✓ Missing employees
- ✓ Available paid leaves
- ✓ Employees' birthdays
- ✓ Employees' work anniversary
- ✓ Projects
- ✓ Project Time
- ✓ Latest Events
- ✓ Overtime & Time Off
- ✓ Custom Messages

Employee Self-Service

The self-service function allows employees to request vacation, overtime or leave, and other events through the application or from the timekeeping device. Additionally, they can track this data from their iFlow account.

Superiors receive the information directly in the app and can decide the approval or rejection of the events in real time.

Add new Paid Leave ⓘ   ✕

Paid leave *

2021 - Annual leave 7/21 days   ⌄

Start date *   **End date ***   **Working days**

14/02/2024   ✕   17/02/2024   ✕   3

Reason

Overlapping with:

Attach a file

Cancel   **Add**

Irene Adler
Programming - team member

Paid Leave 3 Working days
Paid leave type: Annual leave
Paid leave for year: 2021
Interval: 14/02/2024 - 17/02/2024

Added by: Irene Adler
Creation date: 14/02/2024 13:29:39

Current status: Waiting approval
Overlapping with:

Generate document

Edit   Delete

Perfect for various industries

IT
Digital timekeeping and billable project management for clients.

Accounting
Automatic reporting and overtime compensation.

Sales
Timekeeping across multiple locations with precise GPS tracking.

Cleaning
iFlow lets employees clock in from any location, centralizing data securely.

Constructions
On construction site timekeeping with durable and high-performance devices.

Hospitality Scheduling
Timekeeping tailored to shifts and customized work schedules.

Food Industry
Detailed attendance reports and automated planning.

Remote Work
Timekeeping with GPS tracking and centralized digital requests.

iPM: iFlow Project Management

With iFlow, you can see projects across your organization clearly, track the progress of your teams, and make informed decisions.

✓ Informed

You can access the app from anywhere, on any device, and stay up to date with all the information you need with real-time progress reports.

✓ Easy

Employees can record and mark working hours as billable, encouraging a transparent relationship with customers and ensuring that employees are paid fairly.

✓ Organized

Activities are efficiently organized into projects, sections, and subprojects, allowing optimal management and better control of each stage.

Record of worked hours

iFlow provides detailed reports on the hours your employees spend at work. Thanks to this functionality, you can be sure that the people in your company respect their work schedule and that all tasks are completed.

✓ With the location attendance report, you monitor attendance on every work point, quickly and easily.

✓ For employees with mobile work locations, you can check attendance with GPS location and clock-in photo.

Teams: All Teams
Locations: All Locations
Users: All Users

Employees' Timesheet

‹ December ›

L - Annual Leave
OT - Overtime Hours
TO - Time Off

| 📅 Planning | 🕐 Live attendance | Calculation Schedule | ⚙ Settings | 🖨 Print | ⬇ Download | 👁 |

| | | | | | | Work hours | Leave hours |
| | | | Daily hours | | Total worked hours | from which: |

Current number	Full name ^	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	Total (day)	Total (night)	Work days (night)	Holiday	Holiday (day)	Holiday (night)	OT
		We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr								
1	Daisy Montana	8	6	8			L	L	L	8	8			8	8	8	8	6			8	8	6	8	8			6	8	8	8	8	152	152						
2	Emilly Watson	8	8	8				8	8	8				8	8	8				0	8	8	8				8	8	8		119	119						1
3	Irene Adler	8	8	12			8	8	11¹⁵	4	4			8	8	12	4	10⁴⁵			8	4	10	8			8	4	10	8	8	174	126	48	44				0⁴⁵
4	James McCoy	8	6	8			8	6	9	8	8			8	8	8	8	6			8	8	6	8	8			6	8	8	8	8	175	175						
5	Johnny Silverhand	8	6	8			8	6	8	8	8			8	8	8	8	6			9	8	6	8	8			6	8	8	8	8	175	175						
6	Katy Stevens	8	6	8			8	6	8	8	8			8	8	8	8	6			8	8	6	8	8			6	8	8	8	8	174	174						
7	Landon Davison	8	6	L			L	6	8	8	8			8	8	8	8	6			8	8	6	8	8			6	8	8	8	8	158	158						
8	Laura Dorney	8	6	8			8	6	8	8	8			8	8	8	8	6			L	L	L	L	L			6	8	8	8	8	136	136						
9	Madison Grey	8	6	8			8	6	8	8	8			8	8	8	8	6			8	8	6	8	8			6	8	8	8	8	174	174						
10	Mark Smith	8	6	8			L	L	L	L	L			8	6	L	L	L			8	8	6	8	8			6	8	8	8	8	112	112						
11	Martin Luke	8	6	8			8	6	8	8	8			8	8	8	8	6			8	8	6	8	8			6	8	8	8	8	174	174						
12	Matthew McCartney	8	6	8			8	6	8	8	8			8	8	8	8	6			8	8	6	8	8			6	8	8	8	8	174	174						
13	Thomas Brady	8	6	8			8	6	8	8	8			8	8	8	8	6			8	8	6	L	L			L	8	8	8	8	152	152						
14	Zahid Krueger	8	6	8			8	6	8	8	6			8	g³⁰	8	8	6			8	6⁴⁵	6	8	8			6	8	8	8	8	174¹⁵	174¹⁵						1¹⁵

iPR: Performance Reviews

1 The evaluations module in iFlow is the perfect tool to check your company's performance and knowledge level.

2 View reports based on the assessment session, individual responses, or the group of questions required.

3 Create customized review templates and collect responses anonymously, encouraging honest feedback.

Total reviews	New	Unstarted	Ongoing	Completed	Session progress
6	⊕ 4	◐ 1	▶ 2	✓ 4	82%

⚙ Settings

☐	Reviewer	∧ Employee reviewed	Review session	Due date	Status	Progress	Score
☐	**Madison Grey** Programming	**Zahid Krueger** Programming	**Employee-employee**	18/07/2024	Partly	6/16 ▬▬▬▭▭	-
☐	**Landon Davison** Programming	**Zahid Krueger** Programming	**Employee-employee**	18/07/2024	Completed	16/16 ▬▬▬▬▬	9.40
☐	**Martin Luke** Support	**Thomas Brady** Support	**Employee-employee**	18/07/2024	Completed	16/16 ▬▬▬▬▬	7.05
☐	**Katy Stevens** Web Design	**Matthew McCarney** Web Design	**Employee-employee**	18/07/2024	Completed	16/16 ▬▬▬▬▬	4.80
☐	**Mark Smith** Support	**Thomas Brady** Support	**Employee-employee**	18/07/2024	Partly	6/16 ▬▬▭▭▭	-
☐	**Daisy Montana** Programming	**Zahid Krueger** Programming	**Employee-employee**	18/07/2024	Partly	2/16 ▬▭▭▭▭	-
☐	**Emily Watson** Web Design	**Matthew McCarney** Web Design	**Employee-employee**	18/07/2024	None	0/16 ▭▭▭▭▭	-

Unlock Your Team's Potential with iPR

Rapidity
The time spent submitting evaluations is reduced by 85%, and employees receive notifications about surveys that will complete them

Automated reports
Employee evaluation reports are automatically generated and presented as charts and percentages for unambiguous interpretation.

Privacy
Employee responses are private. The team leader or administrator is the only one with access to the recorded information

Custom templates
All existing templates can be modified or may be added new models depending on the organization's requirements

iFlex: Overtime Management

The iFlow app is a helpful tool for managing the overtime worked by your employees, even when it's done during weekends, holidays, or in different shifts.

Furthermore, you can decide how to compensate for these extra hours by granting time off or through payment.

Default date interval

Print   Download

Full name	Event type	Type	From date	On date	Hours
Emilly Watson	Overtime compensation	Overtime pay	07/02/2024	16/02/2024	02:15
Emilly Watson	Overtime compensation	Overtime pay	13/02/2024	16/02/2024	02:45
Emilly Watson	Overtime compensation	Overtime pay	13/02/2024	16/02/2024	02:00
Katy Stevens	Overtime compensation	Overtime pay	08/02/2024	16/02/2024	02:00
Zahid Krueger	Overtime compensation	Overtime pay	14/02/2024	16/02/2024	01:45
Daisy Montana	Overtime compensation	Overtime		16/02/2024	02:00

Emily Watson

#ID 25256

Contact

Email: emwatson@gmail.com
Telefon: +40212655223

COMPENSATION OVERTIME

	Hours
Compensatory time	00:00
Overtime pay	05:00
Available hours	02:15

Customizable hour bank   **Report set on filters**   **100% accurate calculations**

iDocs: Document Management System

All company and employee documents are digitally archived and accessible from any device.

- ✓ Automatically generate documents
- ✓ Upload any external documents
- ✓ Password protection and encryption
- ✓ Different levels of permissions to ensure privacy
- ✓ Upload files in different type of formats
- ✓ Customize document templates for ease of access

- ✓ Three digital signature options are available
- ✓ Sort by folders, series, and numbers

Signature name	Signee
Employee signature 1	Emily Watson
Admin	Zahid Krueger

Signatures

Write | **Draw** | Upload

Thomas Brady
#ID: 69685

- Time off rquest
- Business trip order
- Annual leave request

✓ Signed | Electronic Signature

Signees (1)
✓ Zahid Krueger

Attachments and connections

Drag & drop your files here
20MB max file size

Choose file

Annexed to:

Link document

Event

Paid Leave
21.11.2024 – 24.11.2024

Add folder

Contracts	🔒
Job descriptions	🔒
Requests	🔒
Certificates	🔒

Benefits of iDocs

Communication between employees and management

The employee adds a leave request and sends it to the administrator to be signed, after which he can quickly determine if the document has been approved and signed in the personal profile.

Swiftly sending information

You communicate company policies directly to employees. Each user in the account is notified, saving you time spent informing the staff about new regulations.

Legal compliance

Avoid missing requests or employee certificates with the iFlow digital archive, where all documents are stored and accessible. Download any file to any device with internet access in just a few clicks.

iNotify: iFlow General Reminders

With iNotify, you successfully manage general reminders and all essential deadlines. Easily set reminders, add notes, and get notifications at the right time!

You can create reminders for any employee and subject, such as events, reviews, documents, signatures, or general reminders.

04/01/2024

01 - January   2024

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

24/01/2024

13/01/2024

04/01/2024

⊕ Add new

Message

Notify me   2   days before

☐ Send email

Clear reminder   Set reminder

Record of activities in the company

In iFlow, you can generate automatic reports on different categories, such as:

Clocking

Annual Paid Leave

Attendance

Food Coupons

Evaluations

Events

Activities

Employees

# You have access to information anytime and anywhere

1 Timing software can be used on any smart device with access to the internet, and all data is updated to the minute.

2 You receive notifications about employee activities, identified errors, and other actions from the account.

3 Find out quick and precise answers to all questions related to employees, holidays, work schedules, etc.
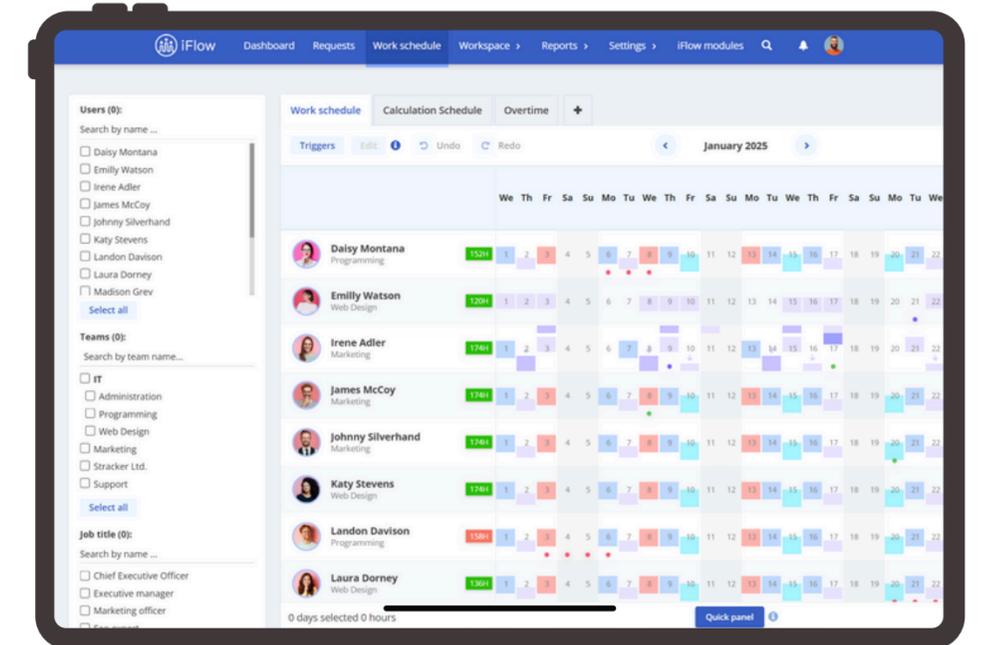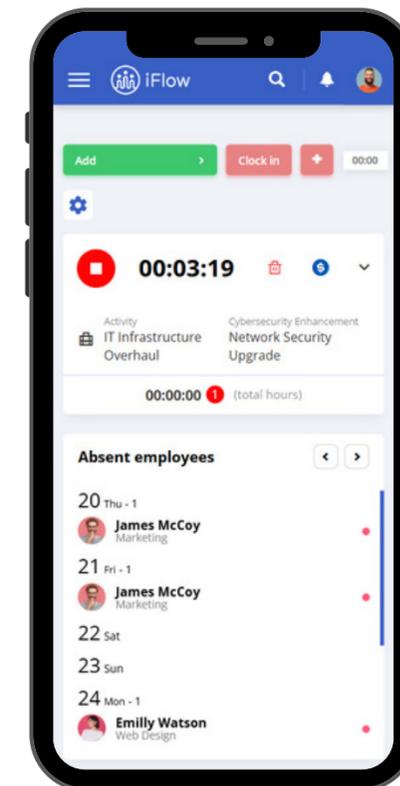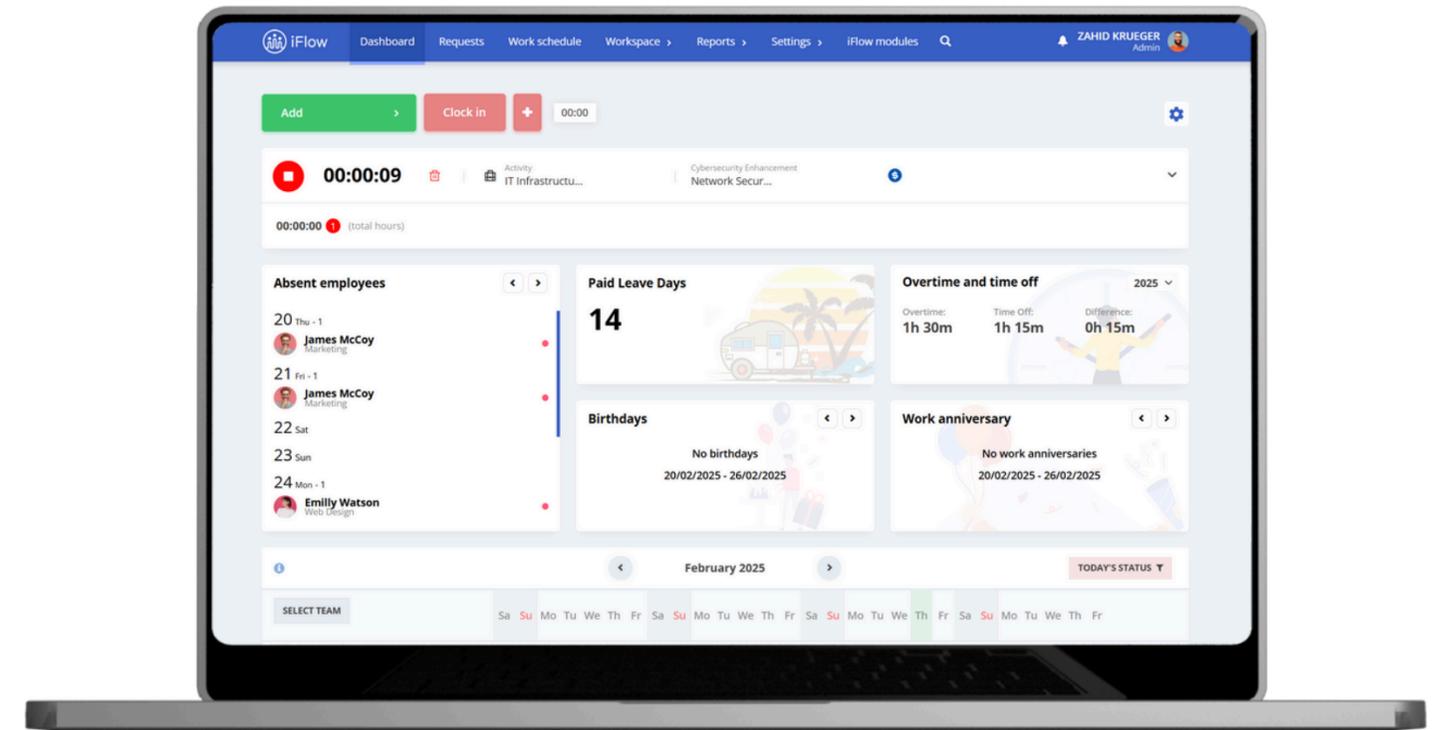
Data security

- Strict policy for the protection of personal data

- The transfer of any and all information is encrypted

- Employees' data and details are not shared with anyone

- iFlow app has an Anonymized database

- Employee access control in the iFlow system

Cloud based SAAS

- Thanks to Cloud technology, the iFlow app saves all your information daily without needing particular infrastructure (servers, routers, NAS, etc.)

- Your IT staff doesn't have to worry about daily backups and doesn't need to invest in additional equipment!

Integrations with other apps

Based on needs, resources, or utility, any company that may want to process and transfer data from iFlow to another destination can do so via API key, for example:

- ✓ Integration with timekeeping devices with access control

- ✓ Integration with payroll software

Technical support

iFlow Support
Please go to https://iflow.ro/en/ then click on the New account button

Tutorials
You are guided through your iFlow experience from the start

Support
Our team is ready to assist you at all times

Precise
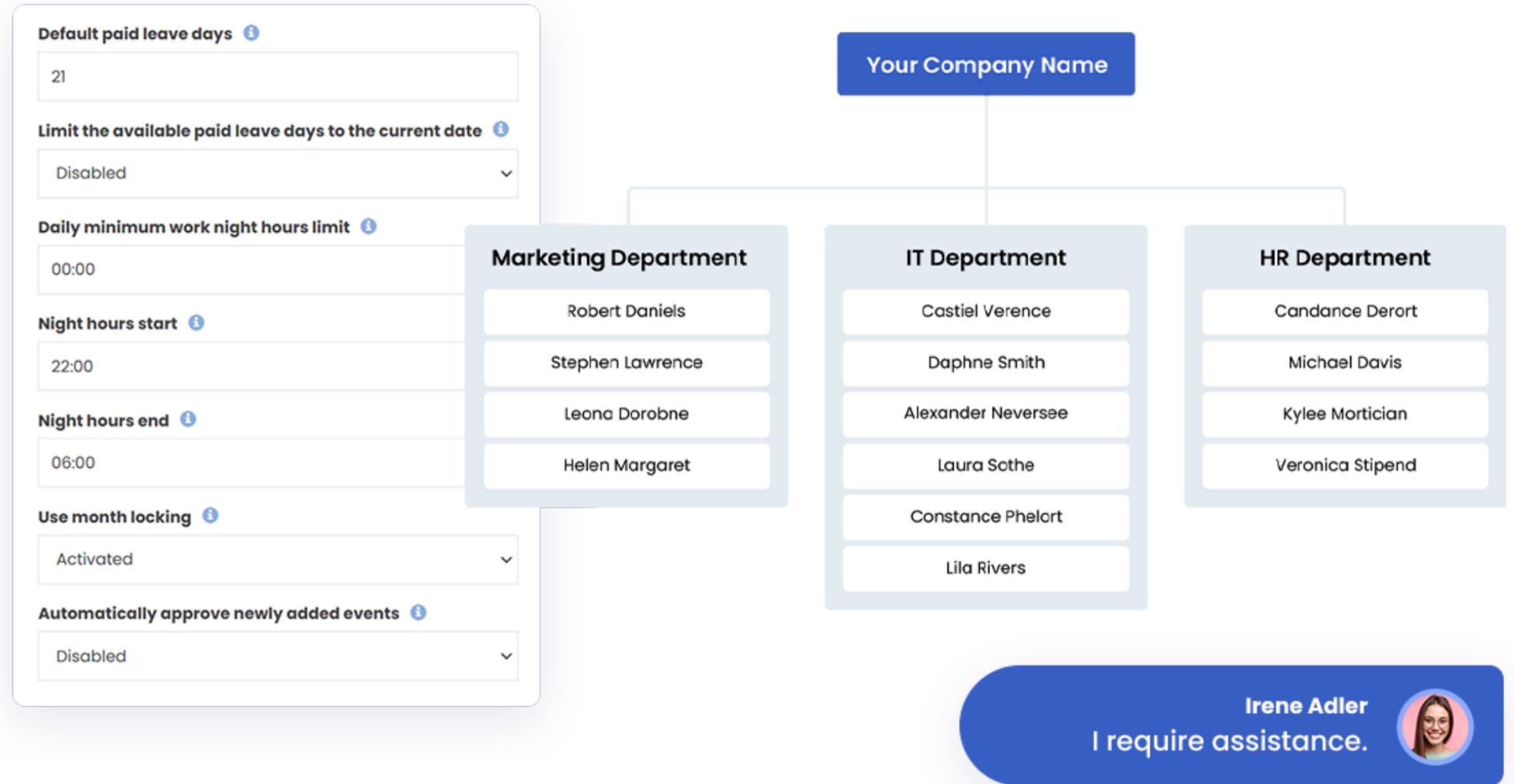All your questions about the app are answered in a clear manner

Prompt
You receive solutions in the shortest possible time for any difficulty encountered

Account setup

For the most enjoyable experience with the iFlow app, our team will handle the account setup and set the necessary settings according to your company's requirements.

✓ Importing employees into the system

✓ Creating the organization chart in iFlow

✓ The customer has the complete documentation

✓ Employees working in iFlow are available for technical support for any existing question

Default paid leave days ⓘ

21

Limit the available paid leave days to the current date ⓘ

Disabled

Daily minimum work night hours limit ⓘ

00:00

Night hours start ⓘ

22:00

Night hours end ⓘ

06:00

Use month locking ⓘ

Activated

Automatically approve newly added events ⓘ

Disabled

Your Company Name

Marketing Department
- Robert Daniels
- Stephen Lawrence
- Leona Dorobne
- Helen Margaret

IT Department
- Castiel Verence
- Daphne Smith
- Alexander Neversee
- Laura Sothe
- Constance Phelort
- Lila Rivers

HR Department
- Candance Derort
- Michael Davis
- Kylee Mortician
- Veronica Stipend

Irene Adler
I require assistance.

iFlow Support
How can we help?

Thank you for your interest in the iFlow app

We invite you to talk about your company's needs and how iFlow can help you.

SCHEDULE A DEMO